

Macintosh OS X Mail

This document describes the steps necessary to configure Macintosh Mail version 1.x to send and receive e-mail.

- Open Macintosh Mail
- Go to the **Mail** menu
- Select **Preferences...**



- The Mail Preferences window will open.



- The different sections of "Preferences" are listed across the top of the window
- Select **Accounts**

- Click **Create Account**

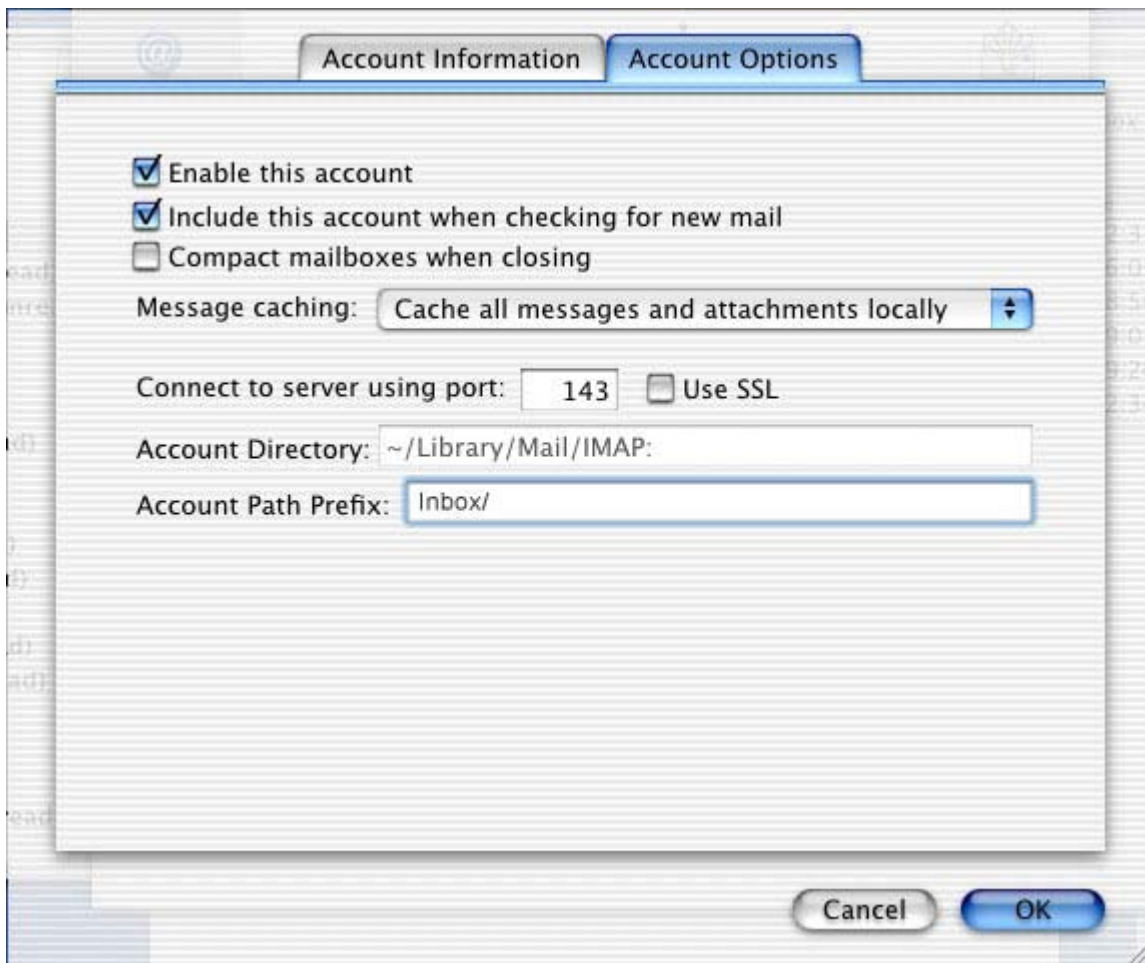


The screenshot shows the 'Mail Preferences' dialog box with the 'Account Information' tab selected. The 'Account Type' is set to 'IMAP Account'. The 'Description' field contains 'charles.smith@home.co.uk'. The 'Email Address' field also contains 'charles.smith@home.co.uk'. The 'Full Name' field contains 'Charles Smith'. The 'Host name' field contains 'mail.home.co.uk'. The 'User name' field contains 'charles.smith@home.co.uk'. The 'Password' field is masked with '*****'. The 'SMTP Host' field contains 'mail.home.co.uk'. The 'Use authentication when sending mail' checkbox is checked. The 'SMTP User' field contains 'charles.smith@home.co.uk'. The 'SMTP Password' field is masked with '*****'. The 'Cancel' and 'OK' buttons are visible at the bottom right.

Account Type:	IMAP Account	
Description:	charles.smith@home.co.uk	Examples: Work, Personal
Email Address:	charles.smith@home.co.uk	Example: steve@mac.com
Full Name:	Charles Smith	Example: Steve Smith
Host name:	mail.home.co.uk	Example: mail.mac.com
User name:	charles.smith@home.co.uk	Example: steve
Password:	*****	
SMTP Host:	mail.home.co.uk	Example: smtp.mac.com
	<input checked="" type="checkbox"/> Use authentication when sending mail	
SMTP User:	charles.smith@home.co.uk	Example: steve
SMTP Password:	*****	

- Enter the following information as listed:
 - **Account Type:** choose IMAP or POP
 - **Description:** enter your email address. This is used to distinguish this account from other accounts if you will be using more than one with this mail program.
 - **Email Address:** enter your full email address in all lowercase
 - **Full Name:** this will appear on all outgoing messages
 - **Host name:**
 - enter mail.home.co.uk if you chose POP for Account Type
 - enter mail.home.co.uk if you chose IMAP for Account Type

- **User name:** enter your full e-mail address
- **Password:** enter your password
- **SMTP Host:** mail.home.co.uk
- Check the box "**Use authentication when sending mail**"
- **SMTP User:** enter your full e-mail address in all lowercase
- **SMTP Password:** enter your password again
- If using IMAP, click the **Account Options** tab at the top



- Enter the **Account Path Prefix:** Inbox/
- Click **OK**
- Close the **Mail Preferences** window
- When you return to the Mail interface, click **Get Mail**